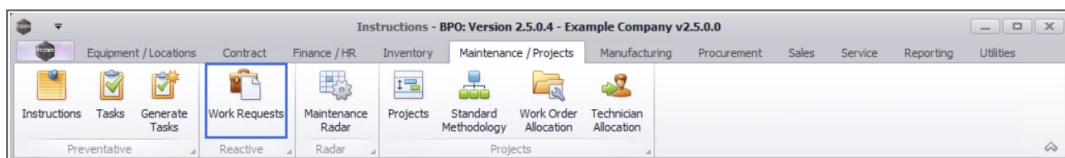# MAINTENANCE

WORK REQUESTS – EDIT A WORK REQUEST

Work requests are instructions for work to be done, which can then be checked by a technical / service manager and approved or rejected as required.

Ribbon Access: Maintenance / Projects > Work Requests

1. The *Work Requests* listing screen will be displayed.
2. Select the *Site* where the work request has been created.
    - The example has *Durban* selected.
3. You can only edit work requests that are in an Open or Completed *Status*.
    - The example has *Open* selected.
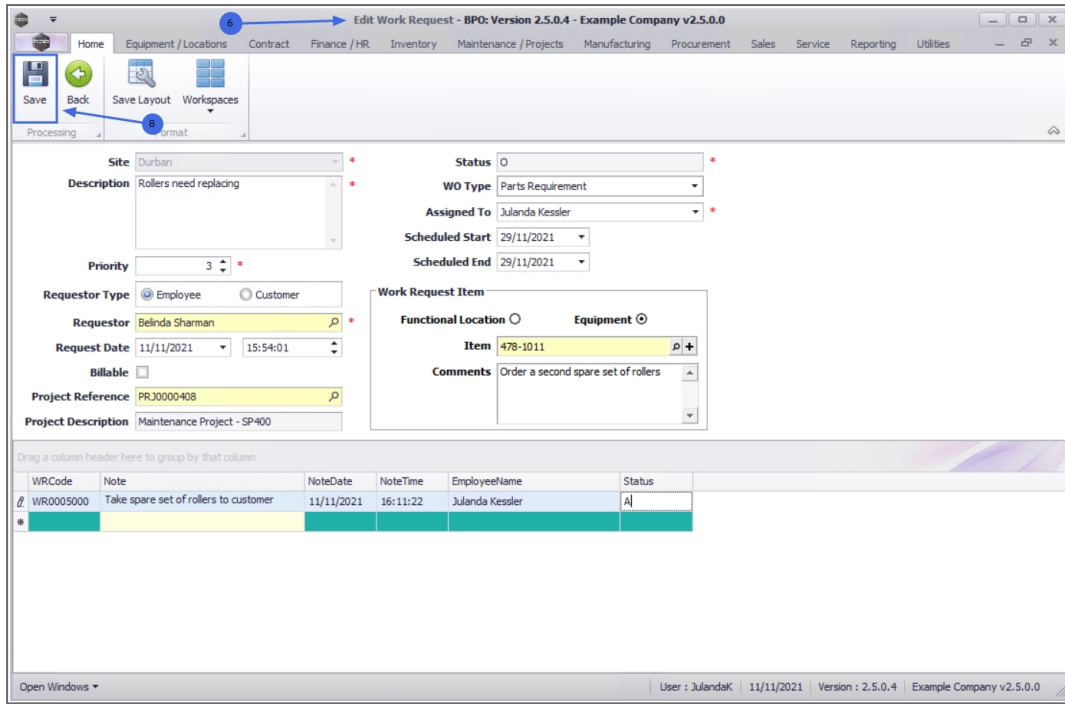4. Click on the row of the work request you wish to edit.
5. Click on *Edit*.

> (⟲) **Short cut key:** *Right click* to display the *All groups* menu list. Click on *Edit*.
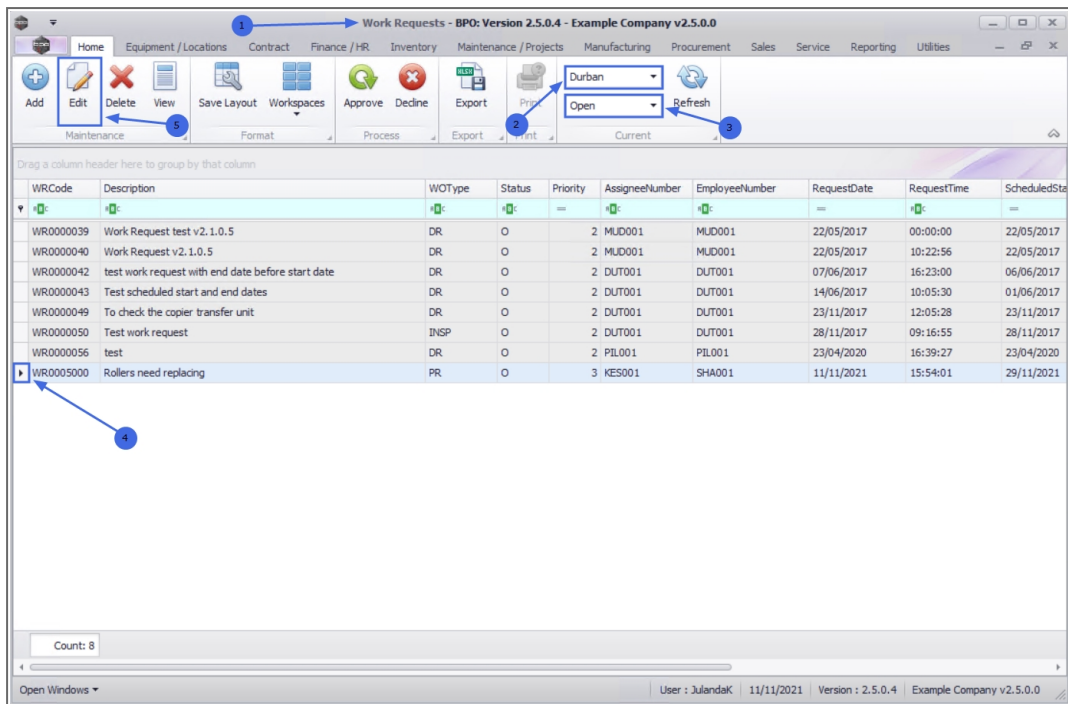
6. The **Edit Work Request** screen will be displayed.
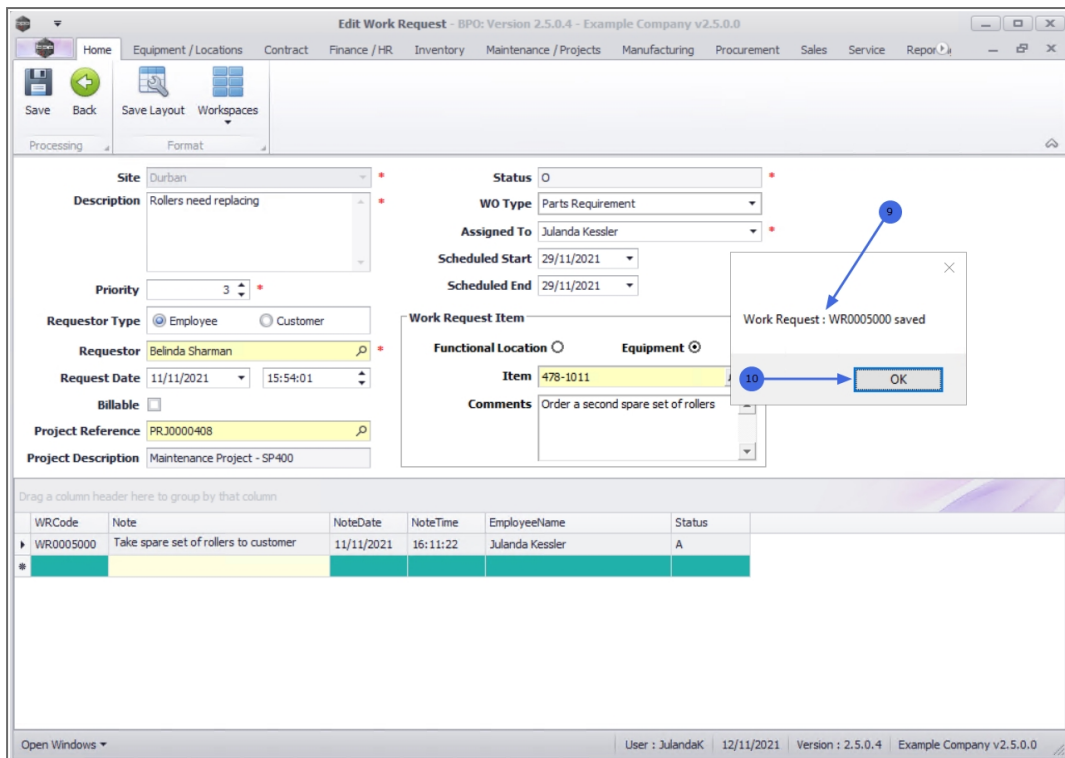
7. Make the changes to the work request as required.

> Refer to Maintenance - Add Work Request for an explanation of the work request fields.

8. Click on **Save**.

9. When you receive the message to confirm that;

   • *Work Request: WR*[*work request number*] **saved.**

10. Click on *OK*.

You will return to the *Work Requests* listing screen where you can view the changes made.

MNU.002.005